

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

**1. POST**

PANAMA

**2. AGENCY**

STATE

**3a. POSITION NO.**

A52522

**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.** ☐ Yes ☒ No

**4. REASON FOR SUBMISSION**

- ☐ a. Reclassification of duties: This position replaces  
Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Reflect new duties and responsibilities

**5. CLASSIFICATION ACTION**

Position Title and Series Code

Grade

Initials

Date  
(mm-dd-yy)

a. Post Classification Authority

Realty Assistant, 820

FSN -7;  
FP-7

MM

12/17/09

b. Other

c. Proposed by Initiating Office

**6. POST TITLE POSITION (if different from official title)**

Leasing Assistant

**7. NAME OF EMPLOYEE**

VACANT

**8. OFFICE/SECTION**

US Embassy

a. First Subdivision

Management Section

b. Second Subdivision

General Services Office

c. Third Subdivision

Leasing Unit

**9. This is a complete and accurate description of the duties and responsibilities of my position.**

\_\_\_\_\_  
Typed Name and Signature of Employee Date(mm-dd-yy)

**10. This is a complete and accurate description of the duties and responsibilities of this position.**

\_\_\_\_\_  
Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

**11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.**

\_\_\_\_\_  
Typed Name and Signature of American Supervisor Date(mm-dd-yy)

**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**

\_\_\_\_\_  
Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

Contact Realtors and building Administrators to locate units suitable for addition to the housing pool. Administrative duties including maintenance of the RPA report, preparation of legal documents written. Communications with landlords, apartment administrations, maintenance of lease files, and correspondence. Must drive a USG vehicle in the performance of duties. Other job related duties as assigned by supervisor.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

**% OF TIME**

See attached

## **15. Qualifications Required For Effective Performance**

- a) Education: At least two years college in business related field is required.
- b) Prior Work Experience: Two years working in a government office or private industry with organizations dealing with the public and customers is required or one year of real estate or related business experience is required.
- c) Post Entry Training: Training on the U.S. Government and local Post Housing Policy, Real Property Application computerized reports, the standard U.S. Government format and lease waiver procedures.
- d) Language Proficiency: Level III (Good Working Knowledge) Speaking/Reading/Writing English language is required. Level III (Good Working Knowledge) Speaking/Reading/Writing Spanish language is required.
- e) Job Knowledge: A General Understanding of general procedures and ability to write business letters is required. Must have a good knowledge of the local housing market, laws and policies of host country and the technical expertise to select and lease prospective additions to the pool.
- f) Skills and Abilities: Excellent "people skills" and sensitivity is required. Must possess Microsoft Suite skills are required. High level of customer sensitivity is required. Must possess negotiation skills. Must be able to drive and must possess a valid Panamanian driver's license type C.

## **16. POSITION ELEMENTS**

- a) Supervision Received: Direct Supervision provided by the Leasing Supervisor. Indirect supervision provided by both the A/GSO and S/GSO.
- b) Available Guidelines: 15 FAM, Post Housing Handbook, and the FAR. Verbal and written instructions from Leasing Supervisor.
- c) Exercise of Judgment: When determining quality of possible residences, locations, amenities, etc.
- d) Authority to Make Commitments: All financial commitments must be approved by the S/GSO or A/GSO. The incumbent may make commitments for service from internal resources for minor maintenance request.
- e) Nature, Level and Purpose of Contacts: Landlords, rental agents and contractors. Internally with management staff and direct hire Americans and dependents.
- f) Supervision Exercised: None
- g) Time expected to reach Full Performance Level: 6 months

## 14. MAJOR DUTIES AND RESPONSIBILITIES

1. Contact Realtors and building administrators to locate units suitable for addition to the housing pool. 30%

Incumbent must have contact with realtors, landlords and building administrators in making all the arrangements necessary to acquire, preparing the lease documentation, and assuring lease payments for leased housing units in the Mission housing pool. Decisions by the Post General Services Officer and the Mission Housing Board are made in accordance with the recommendations of the Leasing Unit. Therefore, the incumbent must have a good knowledge of the local housing market and the technical expertise to select and lease prospective additions to the pool.

2. Administrative duties including maintenance of the RPA report, preparation of legal documents written. 25%

The incumbent is responsible for the preparation of documentation for lease amendments, lease terminations and lease extensions ensuring that all documents are properly executed. Prepares lease waiver requests. Conduct final inspections of residential space with the Maintenance staff and RSO representative to ensure that the housing unit meets Mission standards and unique requirements of the assigned occupant. Arrange for electrical services (electrical and water). Conduct final inspections of residential space with the Maintenance staff to ensure property is returned in acceptable condition.

3. Communications with landlords, apartment administrations, maintenance of lease files, correspondence. 25%

Telephone contacts regarding leases, utilities, and building administrators. Written communications regarding utility invoices, and billing instructions. Face-to-face contact regarding the signing of leases, discussions with landlords and administrators.

4. Must drive a USG vehicle in the performance of duties. 10%

5. Due to the volume of work in this section the incumbent serves as the only back up for the Leasing Supervisor and acts on her own in many cases fulfilling the full range of Realty Assistant duties. Other job related duties as assigned by supervisor. 10%